



**The City of Santa Clara
California
EMPLOYMENT OPPORTUNITY**

RECRUIT POLICE OFFICER #21-98-689-C

Open/Competitive
(Continuous Recruitment)

STARTING MONTHLY SALARY: \$5,850

QUALIFICATIONS: Applicants, at time of filing application, must possess the following qualifications:

- Age: Must be at least 20 years of age and 21 years of age at time of appointment; and
- With no experience:
 - completion of sixty (60) semester units or ninety (90) quarter units of academic level course work at an accredited college or university; or
- With two (2) years full-time, paid, recent police experience with a sheriff's department, state police, highway patrol, or municipal police department:
 - completion of thirty (30) semester units or forty-five (45) quarter units of academic level courses at an accredited college or university.

Proof of possession of the required education must be provided. Meeting the minimum qualifications does not guarantee admittance into the examination process. Only the most qualified candidates who demonstrate the best combination of qualifications in relation to the requirements and duties of the position will be invited to test.

Candidates with possession of the California Commission on Peace Officer Standards and Training Basic Peace Officer Certificate should apply for the Police Officer (lateral) position.

PHYSICAL REQUIREMENTS:

- Must possess the strength and physical ability necessary to perform the essential functions of the position of Police Officer
- Vision requirements: vision including color, night, depth, and peripheral vision sufficient to perform all of the essential functions of the position of Police Officer; visual acuity of not less than 20/80 vision in each eye uncorrected, and corrected to 20/30 in each eye. **EXCEPTION:** Applicants with correction afforded by soft contact lenses are exempt from the minimum uncorrected vision standard of 20/80, provided their corrected vision is 20/30 in each eye. Hearing, speech, and mental capabilities sufficient to perform all of the essential functions of the position of Police Officer.

LICENSE(S) AND OTHER REQUIREMENTS:

- Possession of an appropriate, valid California driver's license is required at time of appointment.
- Pursuant to Government Code Section 1031, applicants must be a citizen of the United States or a permanent resident alien who is eligible for and has applied for citizenship.
- All candidates will be required to pass a City background investigation, which will include fingerprinting and may include polygraph and/or psychological testing.
- A medical examination will be required prior to appointment.
- Must be able to perform all of the essential functions of the job assignment.

DISTINGUISHING CHARACTERISTICS OR SPECIAL CONDITIONS:

This position is an entry level, non-sworn position in the Police Department. Incumbents in the position are assigned to the Basic Peace Officer Academy and must satisfactorily pass all of the requirements that lead to the possession of the Basic Peace Officer Standards and Training Certificate before becoming candidates for the sworn position of Police Officer. Required to work a basic 5-day workweek. Attendance of classes at odd and unusual hours may be required, as well as working on weekends and designated holidays.

FILING AND EXAMINATION DATES:

Applications are accepted on a continuous basis as established by the Civil Service Commission. Examination dates are established when vacancies occur and/or as soon as a sufficient number of qualified applications are received. Examinations will be given only in Santa Clara, CA. Formal completed applications must be sent to the Human Resources Department, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050. Fax # is (408) 247-5627.

RECRUIT POLICE OFFICER #21-98-689-C (continued)

APPLICATIONS:

An "on-line" Employment Application can be downloaded from the following website address:

http://www.santaclaraca.gov/hu_resources/hr_employ_opportunities.html or obtained at the Human Resources Department, City Hall, 1500 Warburton Avenue, Santa Clara, California 95050, or at the City Fire Stations, the City Police Headquarters and Rivermark Police Substation, the Community Recreation Center, or the City Libraries.

Applicants with disabilities who are capable of performing the job duties of the position may request reasonable accommodation to help with the application and examination process by contacting the Human Resources Department at (408) 615-2080 or, for those who are hearing impaired, call TTY (408) 984-3042. Individuals requesting accommodation for the examination must notify Human Resources at the time of application.

EXAMINATION WEIGHT:

Written Examination	- Qualifying
Oral Examination	- 100%
Performance Exam	- Qualifying

All candidates must attain a passing score of 70% on each phase of the examination process to qualify for the Eligible List. Only those candidates who place high enough on the Eligible List to be realistically considered for appointment to the position of Recruit Police Officer will be processed further. Of these candidates, only those who pass the polygraph and psychological examinations, the performance examination (physical agility test), and the background investigation will be given a conditional offer of employment. If given a conditional offer of employment, successful candidates must also pass additional polygraph and psychological examinations, as well as a medical examination prior to appointment. A department interview will be required prior to appointment.

KNOWLEDGE, SKILLS AND ABILITIES: Possession of the following at a level necessary to do police work: Interest in Police Work; Ability to Take Orders; Ability to Take Responsibility; Self Control; Ability to Communicate Effectively; Ability to Make Reasonable Decisions Rapidly; Willingness to Arrest People; Ability to Learn; Emotional Stability; Ability to Problem Solve. A complete description of the knowledge, skills, and abilities listed above can be obtained from Human Resources or http://www.santaclaraca.gov/hu_resources/recrt_polceoffcr.html

TYPICAL DUTIES:

Upon employment, will be required to attend a POST certified basic academy and participate in and pass all required classes. May also be required to ride on patrol as an observer. May be required to direct traffic or perform other police-related functions when not attending classes.

VETERAN'S PREFERENCE POINTS:

This position qualifies for Veteran's Preference Points. Applicants who have separated from service (Active Duty Status) must submit proof of honorable discharge (Form DD214) with their application. Contact Human Resources for additional details.

VOLUNTEER PREFERENCE:

City of Santa Clara volunteer Reserve Police Officers serving at least one year immediately preceding the date of application are entitled to request preference points. An applicant must file with his/her application a letter signed by the Chief of the Santa Clara Police Department, stating that he/she has satisfactorily completed the reserve training program.

BENEFITS:

Benefit information available from Human Resources or <http://santaclaraca.gov/pdf/benefitunits/BenefitInfo2.pdf>

The information contained herein is subject to change and does not constitute either an expressed or implied contract.

CITY OF SANTA CLARA
HUMAN RESOURCES DEPARTMENT
1500 WARBURTON AVENUE
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